

USER INSTRUCTIONS

Updated on 3/12/2020 5:29 PM by TANNER SMITH $$\rm pg.~1$ of 2 $\,$

Procedure

- 1.0 Log into your Voice Portal.
 - 1.1 Open a web browser (such as Google Chrome) and browse to https://voice.nwkts.com/
 - 1.2 Login using your Voice Portal username (usually your company email address) and password.
 - 1.2.A. If you've forgotten your password, please call Diggio at (512)402-3838 to reset it.

2.0 Navigate to Applications -> Follow Me



3.0 Click on your phone's extension number.

Call Routing (1) Define alternate inbound call handling for the following extensions. Extension Call Forward Follow	Call Routing (1) Define alternate inbound call handling for the following extensions. Extension Call Forward Follow I 101	🕆 Home 🖌 Applic	cations 🔟 Status	
Define alternate inbound call handling for the following extensions. Extension Call Forward Follow	Define alternate inbound call handling for the following extensions. Extension Call Forward Follow I 101 101 101	Call Routing (1)		
Extension Call Forward Follow	Extension Call Forward Follow I 101 101	Define alternate inbound call h	handling for the following extensions.	
	101			





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- 5.0 In the "Destination" column, enter your extension number in the first row and your cell phone number in the second row. <u>ON THE PROMPT DROPDOWN MENU, SELECT "Confirm" NEXT TO YOUR CELL #.</u>
 - 5.1 Destination: the extensions (or phone numbers) that ring when your desk phone is called.
 - 5.2 Delay: How long to wait before ringing. Ex) If you want your desk phone to ring for 10 seconds, then start ringing your cell phone if you don't pick up, you'll enter a Delay of "10" next to your cell phone.
 - 5.3 Timeout: How long you want the phone to ring before the phone system gives up.
 - 5.4 Prompt: Selecting "Confirm" tells the phone system that this is an external line. IF YOU DON'T SELECT CONFIRM ON EXTERNAL NUMBERS, THE SYSTEM WILL SEND EVERY MAIN LINE CALL TO THAT NUMBER.

Destinations	Destination	Delay	Timeout	Prompt
	101	0 •	30 🔻	•
	15124023838	0 •	30 🔻	Confirm v
		0 •	30 🔻	•
		0 •	30 🔻	•
		0 •	30 🔻	•

6.0 Click "Save" (top right-hand corner of screen).



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